



AMERICAN EMBASSY, NEW DELHI, INDIA

**VACANCY ANNOUNCEMENT NUMBER: 14-067B
TRAINEE LEVEL**

REF: VACANCY ANNOUNCEMENT NUMBER: 14-067

OPEN TO: All Interested Candidates

POSITION: Commercial Specialist (Trainee level-I), FSN-1510-10, DLA/FCS-052(T1)
(Personal Services Agreement)

OPENING DATE: September 23, 2014

CLOSING DATE: October 09, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05 (steps 5 through 14)
Ordinarily Resident (OR) - Grade: FSN-10*
*Starting salary and grade will be determined on the basis of
qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Commercial Specialist in the Foreign Commercial Service office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 14-067 AND
14-067A NEED NOT REAPPLY.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTIONS OF POSITION

This is the trainee level position at Commercial Services India, USDOC's most extensive presence overseas with seven offices. Under the supervision, as a senior professional analyst and advisor to the U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services, the incumbent will be responsible to provide a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchanges between U.S. and host country business representatives.

Performs duties, though not limited to the following:

Strategic Planning Trade Contacts and Market Development:

- Under supervision, the incumbent will participate in the formulation of the India's marketing plan for trade promotion, market development and commercial reporting.
- Under supervision, make recommendations regarding specific trade promotion targets and projects that will enable maximum promotion of U.S. exports in light of such complex and complicating factors as the host government's trade laws, policies, and practices; local economic conditions; and foreign competition.
- Assist in developing and maintaining an extensive range of contacts vital to U.S. commercial interest, including senior level government officials, top executives in banking, commerce, and industry, and representatives of trade associations and international organizations.
- Work closely with government officials, associations and leading private sector companies to eliminate non-tariff barriers that may jeopardize U.S. exports.

Business Matchmaking and other Commercial Services Products and Services:

- Under the close supervision, responsible for the identification of distributors, representatives, or joint venture candidates under special Foreign Commercial Service programs, such as, the Gold Key Service (GKS) and International Partner Search (IPS), and prepare company background checks (ICP).
- Help in recommending and developing customized products (e.g. Platinum Key) for clients in need of more complex business services.
- Investigate and make recommendations for the resolution of complex and sensitive trade complaints and advocacy cases presented by U.S. firms, some of which involve large sums of money.
- As the country coordinator for the Gold Key Services (GKS), under supervision, promote the program to the U.S. companies. Develop the GKS annual plan for Commercial Services India.
- Communicate with the Commercial Specialists at the posts to conduct a preliminary market survey to establish the potential.

Trade Events:

- Advise American Officers on the development of Country's annual event calendar, proposing trade events (trade missions, exhibitions, seminars, videoconferences, etc.), with a view toward maximizing best prospect opportunities for U.S. goods and services.
- Under the direct supervision, work to implement events as the leader of a team that includes promotion, recruitment, and administrative staff (team may include Department of

Commerce HQ staff, other Embassy sections, as well as trade associations and/or trade fair authorities).

- Assume hands-on or oversight responsibility for organizing logistics and event/meeting schedules, prepare promotional materials, draft market research and briefing materials, prepare and monitor budgets, supervise contractors, manage promotion and recruitment, prepare end-of-show reports, and following up to identify and report success stories.
- Identify the most important trade exhibits in the U.S. and may organize groups of host country firms to attend them. Brief local buyer groups on business practices and advise them in partnering with appropriate U.S. firms.

Counseling and Market Research:

- Under the close supervision, as an expert on matters affecting assigned sectors as well as general trade issues (e.g., Laws, regulations, standards, procedures, and other legal matters affecting the importation of U.S. goods and services), the incumbent will advise U.S. firms, Commercial Services Officers, and other U.S. government personnel on effective strategies for market entry, market expansion, and participation in major projects.
- Respond to a wide range of trade inquiries from U.S. firms seeking to export, or encountering difficulties in exporting, as well as requests from local firms and/or government institutions interested in buying U.S. products and services.
- Prepare speeches and talking points in both English and the local language, and gives presentations on Commercial Services programs and bilateral commercial relations to business audiences in both the U.S. and host country.
- Under close supervision, perform a range of research-related activities:
 - 1) In the sectors for which responsible, prepare market studies, analyzing statistics and forecasting trends in trade, production and markets, assuring the maximum degree of accuracy, completeness and reliability in the final report.
 - 2) Write analytical reports indicating how the host country's complex laws, policies, and business practices affect U.S. trade and investment.
 - 3) Coordinate with the Specialists at the posts on the identification of the "best prospect sectors" for the Country Commercial Guide.
 - 4) As the country coordinator of Industry Sector Analysis (ISA) program, develop the post's annual market research plan and help ensure timely completion or negotiate with Head Quarters (HQ) if plans must be changed.
 - 5) As the country coordinator for the Customized Market Research (CMR), promote the program to the U.S. companies. Communicate with the client on their request, product potential, scope of work for the study, and understand client's objectives for the Indian market. Work on the payment collection, budget approval and request funds from the HQ to contract the CMR study. Supervise the contractors at various phases of the study, and review the report.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Master's degree in either of these disciplines is required: Business, Economics, Management, Foreign Trade or International Business.
2. Five years of progressively responsible work experience in business, government or NGO's in the fields of management, trade promotion, economics or international trade out of which two years of experience in managing staff and resources is required.
3. Levels IV (Fluency) in English and Level III (Good working knowledge) in Hindi is required (Speaking/ Reading/ Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
4. Good knowledge of computers especially in MS Word, Excel, Power point is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **14-067B** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

CLOSING DATE FOR THIS POSITION: (October 09, 2014)

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also

strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.